

## LIBRARY SERVICES

| EXPENDITURES                         |           | FY 03<br>Actual  | FY 04<br>Budget  | FY 04<br>Actual  | FY 05<br>Budget  | FY 06<br>Budget  | Change<br>FY 05 - 06 | Percent<br>Change |
|--------------------------------------|-----------|------------------|------------------|------------------|------------------|------------------|----------------------|-------------------|
| Public Services                      | \$        | 814,642          | 854,184          | 852,184          | 852,127          | 885,277          | 33,150               | 3.9%              |
| Special Collections                  | \$        | 90,450           | 95,327           | 95,327           | 98,786           | 96,470           | (2,316)              | -2.3%             |
| English as a Second Language         | \$        | 23,809           | 24,478           | 24,478           | 24,839           | 25,750           | 911                  | 3.7%              |
| Munson Library                       | \$        | 77,797           | 75,157           | 75,157           | 77,961           | 84,488           | 6,527                | 8.4%              |
| North Amherst Library                | \$        | 67,866           | 66,145           | 66,145           | 69,698           | 78,949           | 9,251                | 13.3%             |
| Technical Services                   | \$        | 160,615          | 156,078          | 156,078          | 162,903          | 187,399          | 24,496               | 15.0%             |
| Administration                       | \$        | 355,393          | 345,280          | 345,280          | 376,588          | 376,988          | 400                  | 0.1%              |
| Building Maintenance                 | \$        | 187,146          | 176,088          | 176,088          | 174,197          | 189,160          | 14,963               | 8.6%              |
| <b>TOTAL APPROPRIATION</b>           | <b>\$</b> | <b>1,777,718</b> | <b>1,792,737</b> | <b>1,790,737</b> | <b>1,837,099</b> | <b>1,924,481</b> | <b>87,382</b>        | <b>4.8%</b>       |
|                                      |           |                  |                  |                  |                  |                  |                      |                   |
|                                      |           | FY 03<br>Actual  | FY 04<br>Budget  | FY 04<br>Actual  | FY 05<br>Budget  | FY 06<br>Budget  | Change<br>FY 05 - 06 | Percent<br>Change |
| <b>SOURCES OF FUNDS</b>              |           |                  |                  |                  |                  |                  |                      |                   |
| Tax Support Appropriation            | \$        | 1,202,619        | 1,220,654        | 1,214,999        | 1,291,796        | 1,371,327        | 79,531               | 6.2%              |
| Town Trust Funds                     |           | 1,000            | 1,000            | 519              | -                | -                | -                    | 0.0%              |
| State Aid to Libraries               | \$        | 91,586           | 69,200           | 69,200           | 64,463           | 80,314           | 15,851               | 24.6%             |
| Jones Library Grant                  | \$        | 52,376           | 95,387           | 95,387           | 66,077           | 47,309           | (18,768)             | -28.4%            |
| Jones Library Direct<br>Expenditures | \$        | 405,137          | 375,977          | 378,598          | 378,763          | 385,031          | 6,268                | 1.7%              |
|                                      | \$        | 1,752,718        | 1,762,218        | 1,758,703        | 1,801,099        | 1,883,981        | 82,882               | 4.6%              |
| Fund Raising                         | \$        | 25,000           | 31,000           | 31,000           | 36,000           | 40,500           | 4,500                | 12.5%             |
| <b>TOTAL SOURCES</b>                 | <b>\$</b> | <b>1,777,718</b> | <b>1,793,218</b> | <b>1,789,703</b> | <b>1,837,099</b> | <b>1,924,481</b> | <b>87,382</b>        | <b>4.8%</b>       |

Library services are provided at the Jones Library, the North Amherst Library and the Munson Memorial Library in South Amherst. The libraries offer reading material and access to information from print, audiovisual and electronic media. The Jones Library holds collections of historical and literary significance related to the Town and its residents. There are programs to encourage children to read, to help people whose native language is not English learn English, and to teach people how to use electronic information resources.

The Jones Trustees' policy is to use 5 percent of the three-year rolling average value of the endowment to support the libraries. This upper limit was established in order to ensure the endowment's capacity to provide support in future years. The endowment's support of the budget for FY 06 represents 5.4 percent of the three-year average value. Even so, the dollar amount of endowment support is down slightly because the endowment's market value decreased in two of the three years included in the average. The endowment's market value fell to \$7,244,685 on December 31, 2002 from its high of \$9,357,358 on December 31, 2000.

State aid to libraries is increased 24 percent for FY 06, following decreases in the two prior years, but still below its level in FY 03.

The total library budget increases 4.8%, with tax support from the town increasing by 6.2%. The FY 06 budget funds staff cost-of-living increases and health benefits, increased hours for a computer technician, restoration (in January) of afternoon hours of branch libraries, and increases in utility costs.

**LIBRARY SERVICES****PUBLIC SERVICES**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 603,771         | 633,477         | 631,477         | 620,617         | 642,769         | 22,152               | 3.6%              |
| Operating Expenses              | \$        | 210,871         | 220,707         | 220,707         | 231,510         | 242,508         | 10,998               | 4.8%              |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>814,642</b>  | <b>854,184</b>  | <b>852,184</b>  | <b>852,127</b>  | <b>885,277</b>  | <b>33,150</b>        | <b>3.9%</b>       |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>814,642</b>  | <b>854,184</b>  | <b>852,184</b>  | <b>852,127</b>  | <b>885,277</b>  | <b>33,150</b>        | <b>3.9%</b>       |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 8.5             | 8.5             | 8.5             | 7.5             | 7.5             | 0.0                  |                   |
| Part Time With Benefits         |           | 7.0             | 7.0             | 7.0             | 7.0             | 7.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 14.2            | 14.2            | 14.2            | 13.2            | 13.4            | 0.2                  |                   |

**MAJOR COMPONENTS:**

Public Services is the largest program in the Library budget. It provides for Adult and Children's Services and the Reference and Circulation departments at the Jones Library. As well as routine lending services, the budget includes funding for weekly story hours and other children's programs, sessions that teach library skills, collection development, inter/intra library loan programs and reference services for adults and children.

The Public Services budget provides funds for 5 professional librarians, 9.5 support staff, hourly extra help, and work/study student help. Also included are funds for 8 C/W MARS staff stations, work study contracts, travel, dues and subscriptions and \$242,508 for books and materials.

**SERVICE LEVELS:**

|                                     | <b>FY 00<br/>Actual</b> | <b>FY 01<br/>Actual</b> | <b>FY 02<br/>Actual</b> | <b>FY 03<br/>Actual</b> | <b>FY 04<br/>Actual</b> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Children's Circulation              | 146,830                 | 149,616                 | 169,999                 | 173,938                 | 154,609                 |
| Adults' Circulation                 | 262,282                 | 275,504                 | 287,811                 | 305,134                 | 299,980                 |
| Interlibrary loans from others      | 1,219                   | 8,041                   | 13,614                  | 18,277                  | 27,338                  |
| Interlibrary loans to others        | 3,374                   | 10,145                  | 17,719                  | 18,118                  | 21,031                  |
| New library cards issued            | 2,657                   | 2,493                   | 2,670                   | 2,672                   | 2,615                   |
| Reference service-Children's        | 3,974                   | 5,630                   | 6,562                   | 8,750                   | 8,595                   |
| Reference service-Adult             | 19,402                  | 19,794                  | 19,134                  | 19,448                  | 21,093                  |
| Computer training session attendees | 108                     | 259                     | 712                     | 631                     | 398                     |
| Children's programs                 | 196                     | 214                     | 191                     | 203                     | 195                     |
| Children's programs attendance      | 5,570                   | 6,111                   | 6,225                   | 6,533                   | 6,111                   |
| Adult programs                      | 74                      | 145                     | 136                     | 121                     | 125                     |
| Adult attendance                    | 1,545                   | 2,097                   | 1,946                   | 2,230                   | 2,432                   |
| Summer Reading Club members (Jones) | 172                     | 179                     | 175                     | 110                     | 131                     |
| Hours open                          | 3,054                   | 3,041                   | 3,029                   | 3,040                   | 2,937                   |
| Volunteer hours (includes branches) | 8,157                   | 10,530                  | 10,648                  | 15,352                  | 11,712                  |
| Hits on web homepage                | 360,000                 | 553,363                 | 593,100                 | 665,800                 | 891,000                 |

**SIGNIFICANT BUDGET CHANGES:**

The increase in Personnel Services is attributable to contractual wage increases and added hours for Computer Technician. Jones Library remains closed on Monday mornings. The increase in the materials budget is shown under operations.

**LIBRARY SERVICES****SPECIAL COLLECTIONS**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 82,221          | 87,018          | 87,018          | 89,956          | 90,950          | 994                  | 1.1%              |
| Operating Expenses              | \$        | 8,229           | 8,309           | 8,309           | 8,830           | 5,520           | (3,310)              | -37.5%            |
| Capital                         | \$        |                 |                 |                 |                 |                 | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>90,450</b>   | <b>95,327</b>   | <b>95,327</b>   | <b>98,786</b>   | <b>96,470</b>   | <b>(2,316)</b>       | <b>-2.3%</b>      |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 0               | 9,500           | 9,500           | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>90,450</b>   | <b>104,827</b>  | <b>104,827</b>  | <b>98,786</b>   | <b>96,470</b>   | <b>(2,316)</b>       | <b>-2.3%</b>      |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 2.0             | 2.0             | 2.0             | 2.0             | 2.0             | 0.0                  |                   |
| Part Time With Benefits         |           | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 2.0             | 2.0             | 2.0             | 2.0             | 2.0             | 0.0                  |                   |

**MAJOR COMPONENTS:**

The Special Collections budget provides funding for the acquisition and maintenance of historic records, for instruction in methods of historical research and for community education on the subject of Amherst's history.

The budget includes funding for a curator and assistant curator, conservation supplies, books, and materials.

**SERVICE LEVELS:**

|                        | <b>FY 00<br/>Actual</b> | <b>FY 01<br/>Actual</b> | <b>FY 02<br/>Actual</b>    | <b>FY 03<br/>Actual</b> | <b>FY 04<br/>Actual</b> |
|------------------------|-------------------------|-------------------------|----------------------------|-------------------------|-------------------------|
| Number of researchers  | 2,872                   | 3,287                   | 3,110                      | 3,071                   | 2,993                   |
| Acquisitions/Donations |                         |                         |                            |                         |                         |
| Manuscripts & Archives | N/A                     | 7 collections           | added to 24<br>Collections | Added 15<br>collections | Added 10<br>collections |
| Photographs            | N/A                     | 4 collections           | 1                          | 3 collectns             | C. Johnson              |
| Books                  |                         | 85                      | 269                        | 116                     | 129                     |
| CD-ROM's and databases | N/A                     | 1                       | 3                          | 1                       | 2                       |
| Audio/Visual           | N/A                     | 6                       | 4                          | 3                       | 4                       |
| Microfilm              | N/A                     | 6                       | 0                          | 0                       | 12                      |
| New Exhibits           | 4                       | 4                       | 2                          | 2                       | 1                       |
| Programs presented     | 3                       | 5                       | 5                          | 3                       | 3                       |

**SIGNIFICANT BUDGET CHANGES:**

The decrease in operations reflects the discontinuation of a dedicated C/W MARS computer station in this department.

**LIBRARY SERVICES****ENGLISH AS A SECOND LANGUAGE**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 23,509          | 24,378          | 24,378          | 24,789          | 25,700          | 911                  | 3.7%              |
| Operating Expenses              | \$        | 300             | 100             | 100             | 50              | 50              | 0                    | 0.0%              |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>23,809</b>   | <b>24,478</b>   | <b>24,478</b>   | <b>24,839</b>   | <b>25,750</b>   | <b>911</b>           | <b>3.7%</b>       |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>23,809</b>   | <b>24,478</b>   | <b>24,478</b>   | <b>24,839</b>   | <b>25,750</b>   | <b>911</b>           | <b>3.7%</b>       |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             | 0.0                  |                   |
| Part Time With Benefits         |           | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 0.5             | 0.5             | 0.5             | 0.5             | 0.5             | 0.0                  |                   |

**MAJOR COMPONENTS:**

The English as a Second Language budget provides funds to train volunteer tutors; to help adult students improve their English speaking, reading and writing skills, to teach English language learners how to use computers and literacy software; to provide guidance to the Adult Services Librarian on the purchase of appropriate materials for the ESL/New Readers library collection and to provide informal workshops to help applicants prepare for U.S. citizenship.

The budget includes funds for a half time ESL Coordinator and for materials and supplies.

**SERVICE LEVELS:**

|  | <u>FY 00<br/>Actual</u> | <u>FY 01<br/>Actual</u> | <u>FY 02<br/>Actual</u> | <u>FY 03<br/>Actual</u> | <u>FY 04<br/>Actual</u> |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Students served                              | 55                      | 71                      | 45                      | 70                      | 60                      |
| Tutors trained                               | 50                      | 56                      | 42                      | 60                      | 60                      |
| Students on waiting list                     | 13                      | 12                      | N/A                     | 16                      | 19                      |
| Tutor training sessions                      | 2                       | 2                       | 2                       | 2 X 4                   | 2 X 4                   |
| Volunteer hours donated                      | 7,000                   | 8,900                   | 4,200                   | 13,440 est.             | 9,720 est.              |
| Citizenship preparation                      | 7 classes               | N/A                     | 15 new citizens         | 3 classes               | 2 classes               |
| Information assistance<br>(quarterly sample) | N/A                     | 1,314                   | 706                     | 450                     | 996                     |

**SIGNIFICANT BUDGET CHANGES:**

None.

**LIBRARY SERVICES****MUNSON LIBRARY**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 54,312          | 51,967          | 51,967          | 53,856          | 58,193          | 4,337                | 8.1%              |
| Operating Expenses              | \$        | 23,485          | 23,190          | 23,190          | 24,105          | 26,295          | 2,190                | 9.1%              |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>77,797</b>   | <b>75,157</b>   | <b>75,157</b>   | <b>77,961</b>   | <b>84,488</b>   | <b>6,527</b>         | <b>8.4%</b>       |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>77,797</b>   | <b>75,157</b>   | <b>75,157</b>   | <b>77,961</b>   | <b>84,488</b>   | <b>6,527</b>         | <b>8.4%</b>       |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             | 0.0                  |                   |
| Part Time With Benefits         |           | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 0.8             | 0.8             | 0.8             | 0.8             | 0.8             | 0.0                  |                   |

**MAJOR COMPONENTS:**

The Munson Library, located in the Munson Memorial Building in South Amherst, provides neighborhood library services to adults and children. The library houses its own collections of books, magazines and audio and video recordings and makes available materials from other libraries through the C/W MARS system.

The budget includes funds for a branch librarian and hourly clerks, \$6,500 for space rental from the Town, new library materials, and C/W MARS support services.

**SERVICE LEVELS:**

|                               | <u>FY 00<br/>Actual</u> | <u>FY 01<br/>Actual</u> | <u>FY 02<br/>Actual</u> | <u>FY 03<br/>Actual</u> | <u>FY 04<br/>Actual</u> |
|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Circulation                   |                         |                         |                         |                         |                         |
| Books                         | 37,917                  | 33,514                  | 30,130                  | 28,998                  | 24,483                  |
| Periodicals                   | 1,021                   | 1,063                   | 957                     | 992                     | 949                     |
| Audio                         | 3,912                   | 3,284                   | 2,854                   | 3,025                   | 2,334                   |
| Video                         | 11,805                  | 11,805                  | 11,637                  | 11,443                  | 10,113                  |
| Other w/CD ROMs               | 210                     | 167                     | 26                      | 175                     | 171                     |
| Summer Reading Club           |                         |                         |                         |                         |                         |
| Participants                  | 104                     | 146                     | 104                     | 93                      | 79                      |
| Children's program attendance | N/A                     | N/A                     | 232                     | 208                     | 200                     |
| Total items on C/W MARS       | 23,426                  | 23,147                  | 24,859                  | 25,581                  | 25,368                  |
| Hours open                    | 1,177                   | 1,176                   | 1,115                   | 1,184                   | 1,022                   |

**SIGNIFICANT BUDGET CHANGES:**

Munson Library will reopen on Friday afternoons in January, 2006, for a total of 23.5 public service hours/week.

**LIBRARY SERVICES****NORTH AMHERST LIBRARY**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 47,491          | 46,415          | 46,415          | 49,233          | 55,734          | 6,501                | 13.2%             |
| Operating Expenses              | \$        | 20,375          | 19,730          | 19,730          | 20,465          | 23,215          | 2,750                | 13.4%             |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>67,866</b>   | <b>66,145</b>   | <b>66,145</b>   | <b>69,698</b>   | <b>78,949</b>   | <b>9,251</b>         | <b>13.3%</b>      |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>67,866</b>   | <b>66,145</b>   | <b>66,145</b>   | <b>69,698</b>   | <b>78,949</b>   | <b>9,251</b>         | <b>13.3%</b>      |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             | 0.0                  |                   |
| Part Time With Benefits         |           | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 0.8             | 0.8             | 0.8             | 0.8             | 0.8             | 0.0                  |                   |

**MAJOR COMPONENTS:**

The North Amherst Library provides neighborhood library services to adults and children. The library houses its own collections of books, magazines and audio and video recordings and makes available materials from other libraries through the C/W MARS system.

The budget includes funds for a branch librarian and hourly clerks, books and audiovisual materials, building maintenance supplies and utilities, and C/W MARS support services.

**SERVICE LEVELS:**

|                               | <u>FY 00<br/>Actual</u> | <u>FY 01<br/>Actual</u> | <u>FY 02<br/>Actual</u> | <u>FY 03<br/>Actual</u> | <u>FY 04<br/>Actual</u> |
|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Circulation                   |                         |                         |                         |                         |                         |
| Books                         | 22,112                  | 21,846                  | 24,234                  | 23,275                  | 19,361                  |
| Periodicals                   | 793                     | 564                     | 824                     | 1,050                   | 809                     |
| Audio                         | 3,899                   | 3,567                   | 4,186                   | 4,028                   | 3,780                   |
| Video                         | 14,244                  | 12,994                  | 11,817                  | 12,944                  | 11,299                  |
| Other w/CD ROMs               | 427                     | 353                     | 96                      | 255                     | 228                     |
| Summer Reading Club           |                         |                         |                         |                         |                         |
| Participants                  | 100                     | 100                     | N/A                     | 63                      | 57                      |
| Children's program attendance | 195                     | 249                     | 170                     | 246                     | 152                     |
| Total items on C/W MARS       | 17,667                  | 18,328                  | 19,718                  | 19,680                  | 20,108                  |
| Hours open                    | 1,177                   | 1,173                   | 1,157                   | 1,163                   | 1,024                   |

**SIGNIFICANT BUDGET CHANGES:**

North Amherst branch library will reopen on Thursday afternoons in January, 2006, for a total of 23.5 public service hours per week.

**LIBRARY SERVICES****TECHNICAL SERVICES**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 142,081         | 141,473         | 141,473         | 147,761         | 158,298         | 10,537               | 7.1%              |
| Operating Expenses              | \$        | 18,534          | 14,605          | 14,605          | 15,142          | 29,101          | 13,959               | 92.2%             |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>160,615</b>  | <b>156,078</b>  | <b>156,078</b>  | <b>162,903</b>  | <b>187,399</b>  | <b>24,496</b>        | <b>15.0%</b>      |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>160,615</b>  | <b>156,078</b>  | <b>156,078</b>  | <b>162,903</b>  | <b>187,399</b>  | <b>24,496</b>        | <b>15.0%</b>      |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 4.0             | 3.0             | 3.0             | 3.0             | 4.0             | 1.0                  |                   |
| Part Time With Benefits         |           | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 4.0             | 3.0             | 3.0             | 3.0             | 4.0             | 1.0                  |                   |

**MAJOR COMPONENTS:**

This budget provides the funds for ordering, processing, cataloguing new library materials and maintaining library catalogs.

The budget includes funds for the Head of Technical Services, a Cataloging Specialist, 2 Library assistants, work study help, and hourly clerks. Also included are funds for book processing supplies, cataloging database services, acquisitions software, C/W MARS support services.

**SERVICE LEVELS:**

|                           | <u>FY 00<br/>Actual</u> | <u>FY 01<br/>Actual</u> | <u>FY 02<br/>Actual</u> | <u>FY 03<br/>Actual</u> | <u>FY 04<br/>Actual</u> |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Items processed           |                         |                         |                         |                         |                         |
| Books                     | 8,398                   | 10,059                  | 13,891                  | 8,421*                  | 9,731                   |
| Audiovisuals              | 1,310                   | 2,210                   | 2,041                   | 1,298*                  | 2,517                   |
| DVD's                     |                         | 105                     |                         |                         |                         |
| All donations             | 1,602                   | 1,943                   | 1,643                   | 1,351*                  | 1,684                   |
| Books withdrawn           | 2,543                   | 14,152                  | 5,857                   | 3,605*                  | 6,772                   |
| Audiovisuals withdrawn    | 722                     | 531                     | 716                     | 427*                    | 410                     |
| * statistics incomplete   |                         |                         |                         |                         |                         |
| Library Collections       |                         |                         |                         |                         |                         |
| Volumes on hand           | 183,401                 | 189,163                 | 197,482                 | 204,082                 | 207,938                 |
| Audiovisual items on hand | 17,374                  | 19,195                  | 20,441                  | 21,596                  | 22,172                  |
| Miscellaneous             | 186                     | 204                     | 507                     | 530                     | 481                     |

**SIGNIFICANT BUDGET CHANGES:**

The increase reflects increases in charges for cataloging database access and two additional connections to the C/W MARS system for online acquisitions.

**LIBRARY SERVICES****ADMINISTRATION**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 138,521         | 140,975         | 140,975         | 144,101         | 142,000         | (2,101)              | -1.5%             |
| Employee Benefits               | \$        | 122,287         | 113,760         | 113,760         | 142,132         | 167,833         | 25,701               | 18.1%             |
| Operating Expenses              | \$        | 94,585          | 90,545          | 90,545          | 90,355          | 67,155          | (23,200)             | -25.7%            |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>355,393</b>  | <b>345,280</b>  | <b>345,280</b>  | <b>376,588</b>  | <b>376,988</b>  | <b>400</b>           | <b>0.1%</b>       |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 10,000          | 0               | 0               | 0               | 0               | 0                    | --                |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>365,393</b>  | <b>345,280</b>  | <b>345,280</b>  | <b>376,588</b>  | <b>376,988</b>  | <b>400</b>           | <b>0.1%</b>       |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 2.5             | 2.5             | 2.5             | 2.5             | 2.5             | 0.0                  |                   |
| Part Time With Benefits         |           | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 2.5             | 2.5             | 2.5             | 2.5             | 2.5             | 0.0                  |                   |

**MAJOR COMPONENTS:**

This budget provides for the general management and administration of 3 library buildings and all of the public services provided in those facilities. Included are benefits for all library employees, general liability insurance and endowment management.

Funds are included for the Library Director, a Management Assistant, a part time clerk and hourly office clerks. Employee benefits total \$167,833 with health insurance being the largest component. Professional services is budgeted at \$6,000, endowment management at \$25,000, insurance at \$17,000, postage at \$7,000, equipment maintenance at \$4,800, C/W MARS staff workstations at \$3,782 and printing at \$2,000.

**SERVICE LEVELS:**

|                                   | <u>FY 98<br/>Actual</u> | <u>FY 99<br/>Actual</u> | <u>FY 00<br/>Actual</u> | <u>FY 01<br/>Actual</u> | <u>FY 02<br/>Actual</u> |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Bills sent for lost materials     | 8,237                   | 10,438                  | 11,004                  | 9,028                   | 6,969                   |
| Overdue notices mailed            | 10,399                  | 13,197                  | 12,034                  | 11,703                  | 176                     |
| Meeting, recitals, etc.           | 763                     | 686                     | 682                     | 679                     | 698                     |
| Groups Registered                 | 240                     | 335                     | 265                     | 250                     | 245                     |
| Art Gallery & Court Yard Exhibits | 13                      | 17                      | 14                      | 17                      | 18                      |
| Exhibit case exhibits             | 26                      | 18                      | 19                      | 23                      | 28                      |
| Grants administered               | 2                       | 3                       | 3                       | 3                       | 3                       |

**SIGNIFICANT BUDGET CHANGES:**

Decreases in operations are due to the change in investment management firms and lower investment management fees.



**LIBRARY SERVICES****BUILDING MAINTENANCE**

|                                 |           | FY 03<br>Actual | FY 04<br>Budget | FY 04<br>Actual | FY 05<br>Budget | FY 06<br>Budget | Change<br>FY 05 - 06 | Percent<br>Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------------|-------------------|
| Personnel Services              | \$        | 81,746          | 81,059          | 81,059          | 81,747          | 83,810          | 2,063                | 2.5%              |
| Operating Expenses              | \$        | 105,400         | 95,029          | 95,029          | 92,450          | 105,350         | 12,900               | 14.0%             |
| Capital                         | \$        | 0               | 0               | 0               | 0               | 0               | 0                    | 0.0%              |
| <b>TOTAL APPROPRIATION</b>      | <b>\$</b> | <b>187,146</b>  | <b>176,088</b>  | <b>176,088</b>  | <b>174,197</b>  | <b>189,160</b>  | <b>14,963</b>        | <b>8.6%</b>       |
| <b>SUPPLEMENTAL INFORMATION</b> |           |                 |                 |                 |                 |                 |                      |                   |
| Capital Appropriations          | \$        | 9,500           | 16,100          | 16,100          | 0               | 10,000          | 10,000               | #DIV/0!           |
| <b>TOTAL DEPARTMENT COST</b>    | <b>\$</b> | <b>196,646</b>  | <b>192,188</b>  | <b>192,188</b>  | <b>174,197</b>  | <b>199,160</b>  | <b>24,963</b>        | <b>14.3%</b>      |
| <b>POSITIONS</b>                |           |                 |                 |                 |                 |                 |                      |                   |
| Full Time                       |           | 1.0             | 1.0             | 1.0             | 1.0             | 1.0             | 0.0                  |                   |
| Part Time With Benefits         |           | 2.0             | 2.0             | 2.0             | 2.0             | 2.0             | 0.0                  |                   |
| Full Time Equivalents           |           | 2.2             | 2.3             | 2.3             | 2.3             | 2.3             | 0.0                  |                   |

**MAJOR COMPONENTS:**

This budget provides for custodial and preventative maintenance programs at the Jones Library and the North Amherst Library, as well as regular, daily maintenance of grounds and buildings at both facilities. This budget also provides funds for the delivery of materials and supplies to the branch libraries. The work is done by a full time Maintenance Supervisor, 2 part time assistants, hourly extra help and work/study student help. The largest operating expenses are fuel at \$23,000, electricity at \$46,000, and HVAC maintenance at \$14,000

**SERVICE LEVELS:**

|                              | <u>FY 00<br/>Actual</u> | <u>FY 01<br/>Actual</u> | <u>FY 02<br/>Actual</u> | <u>FY 03<br/>Actual</u> | <u>FY 04<br/>Actual</u> |
|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Electricity: number of Kwh   | 513,792                 | 449,472                 | 416,250                 | 435,072                 | 419,328                 |
| Hours buildings open weekly  |                         |                         |                         |                         |                         |
| Jones                        | 63                      | 63                      | 63                      | 63                      | 59                      |
| Jones summer hours           | 59                      | 59                      | 59                      | 59                      | 55                      |
| North Amherst                | 23.5                    | 23.5                    | 23.5                    | 23.5                    | 21                      |
| Building size (square feet)  |                         |                         |                         |                         |                         |
| Jones Library                | 50,000                  | 50,000                  | 50,000                  | 50,000                  | 50,000                  |
| North Amherst Library (est.) | 1,500                   | 1,500                   | 1,500                   | 1,500                   | 1,500                   |

**SIGNIFICANT BUDGET CHANGES:**

None.

**DEBT SERVICE****7701: DEBT & INTEREST**

| <b>SERVICE LEVELS:</b> | <b>FY 00<br/><u>Actual</u></b> | <b>FY 01<br/><u>Actual</u></b> | <b>FY 02<br/><u>Actual</u></b> | <b>FY 03<br/><u>Actual</u></b> | <b>FY 04<br/><u>Actual</u></b> |
|------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Number of Issues       |                                |                                |                                |                                |                                |
| School Debt            | 4                              | 5                              | 5                              | 6                              | 4                              |
| Town Debt              | 4                              | 5                              | 5                              | 6                              | 8                              |
| Library Debt           | 1                              | 1                              | 1                              | 1                              | 1                              |

| <b>MAJOR COMPONENTS:</b>                  | <b><u>Principal</u></b>   | <b><u>Interest</u></b>  | <b><u>Deferred<br/>Payments</u></b> | <b><u>TOTAL</u></b>       |
|---|---------------------------|-------------------------|-------------------------------------|---------------------------|
| Town Hall                                 | 160,000                   | 8,600                   |                                     | 168,600                   |
| Town Hall (Refunding)                     | 0                         | 79,250                  |                                     | 79,250                    |
| Agricultural Pres. Rest.                  | 8,356                     | 933                     |                                     | 9,289                     |
| Police Facility                           | 310,919                   | 26,541                  |                                     | 337,460                   |
| Jones Library                             | 56,330                    | 13,366                  |                                     | 69,696                    |
| Bangs Community Center                    | 41,053                    | 4,074                   |                                     | 45,127                    |
| * Regional High School Debt               | 141,025                   | 89,631                  |                                     | 230,656                   |
| Crocker Farm Renovation                   | 200,000                   | 86,250                  |                                     | 286,250                   |
| Crocker Farm Temporary Debt               |                           | 123,863                 |                                     | 123,863                   |
| Sidewalks                                 | 66,000                    | 1,474                   |                                     | 67,474                    |
| Wildwood Roof                             | 65,000                    | 13,960                  |                                     | 78,960                    |
| Street Lights                             | 35,000                    | 1,365                   |                                     | 36,365                    |
| Close Cell 3                              | 104,375                   | 3,563                   |                                     | 108,028                   |
| Plum Brook Recreation Area Temporary Debt | 50,000                    | 20,200                  |                                     | 70,200                    |
| Sidewalks Temporary Debt                  | 70,000                    | 20,438                  |                                     | 90,438                    |
| Regional High School Roof Temporary Debt  |                           | 15,203                  |                                     | 15,203                    |
| Interest on Temporary Debt                |                           | 20,000                  |                                     | 20,000                    |
| Deferred Teachers Payroll                 |                           |                         | 56,514                              | 56,514                    |
| <b>TOTAL</b>                              | <b><u>\$1,358,058</u></b> | <b><u>\$478,801</u></b> | <b><u>\$56,514</u></b>              | <b><u>\$1,893,373</u></b> |

\* Debt funded through Proposition 2 ½ overrides